

**Initial Teacher Education
Reflective - Responsive - Research-driven**

Admissions Safeguarding Panel Process: 2024/25

1. The role of the Safeguarding Panel is to make decisions regarding admission of applicants for initial Teacher Education courses from students who have criminal convictions, court cases pending, or where additional relevant information which causes concern has been disclosed on the Suitability Declaration or communicated in any other way.
2. The panel is convened by the ESW Director of Recruitment and Admissions (DoRA) when a decision is needed as to whether it is appropriate to interview an applicant or whether an applicant who has already been offered a place can register on the course if they receive a new conviction or if new allegations are raised against them.
3. The panel, convened within 2 weeks of the concern being raised shall normally comprise the following members: Chair - Head of Primary/Secondary ITE (as relevant) in the School of Education and Social Work (or their nominee); 3 representatives from Primary/Secondary partnership schools (as relevant) – Headteacher or Professional Tutor, who shall have had no previous involvement with the case being considered. The applicant is not required to attend the panel themselves. The ESW Director of Recruitment and Admissions will present information given directly by the applicant to the panel but does not contribute to any decision.
4. After the panel meeting the decision outcome is communicated by email to the applicant by the Director of Recruitment and Admissions for the School of Education and Social Work within 24 hours of the meeting.
5. If an applicant wishes to appeal a Safeguarding Panel decision, they may do so within one month of receiving the outcome. An appeal is made by the candidate by email to the Head of School of Education and Social Work ESWHoS@sussex.ac.uk explaining their case for an appeal.
6. The appeals panel shall be convened within 2 weeks of receiving the complaint and comprise the following members; the Head of School of Education and Social Work, ESW Safeguarding Lead and 3 representatives from Primary/Secondary partnership schools (as relevant) – Headteacher or Professional Tutor. No panel members should have had any previous involvement with the case.

7. The outcome of the appeal will be communicated by the Head of School to the complainant by email within 24 hours of the panel meeting and the appeals decision is final.

8. Both panels, to be quorate, must have at least two-thirds of their members present.

September 2022